



## **Public Records Access Policy**

It is the policy of the Sonoma County Water Agency (Agency) to provide access to public records in response to requests from members of the public in accordance with the California Public Records Act (Act). The Agency has adopted and will enforce reasonable administrative regulations consonant with the intent of the Act. These guidelines have been formulated to allow us to fulfill our obligations and commitment to the public for records access, while also providing for the normal flow of other essential Agency functions.

Following are the Agency regulations pertaining to the inspection of public records and the Act, California Government Code Sections 6250 et seq. (copy available upon request).

### **Administrative Regulations**

1. Public records are open to inspection at all times during office hours of the Agency which are from 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. Any person has a right to inspect any public record that is not exempt from disclosure.
2. Records must be reviewed under the supervision of an appointed Agency Records attendant or other Agency personnel, as appropriate.
3. Requests for records under the Act must reasonably describe an identifiable record. The Agency is not required to create a record that does not exist in order to satisfy a request. All requests received by the Agency to obtain copies of Agency records are to be referred to the Records Technician.
4. All requests for public records must be processed by Records personnel who will complete the *Request to Review Sonoma County Water Agency Records* form.

### **File Review Area Rules**

1. No file may be removed from the file review area.
2. Bags or briefcases are not permitted in the file review area.
3. Files may not be taken apart.
4. File documents may not be marked in any manner. Paper clips and/or post-it notes may be used for temporary referencing. The Records attendant can provide requesters with these supplies.
5. No pens are permitted in the file review area. Only pencils are allowed.
6. To protect the integrity of Agency files, Agency staff must do all photocopying.
7. Prepayment by the requester of ten cents per page is required for all photocopies, in accordance with the Agency's Board of Directors Resolution No. 53745, unless otherwise designated in the *Sonoma County Water Agency Reports List*, or by special arrangement, agreement, or contract with the Agency.
8. Arrangements for pick up of copied material (or mailing if copies cannot be provided during requester's visit) must be made with Agency Records/Clerical personnel. Checks should be made payable to the Sonoma County Water Agency.